

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

July 20, 2015

1) Call to Order

The Human Resources Committee met in the Municipal Court Room of City Hall, Monday, July 20, 2015 at 10:30 a.m. The meeting was called to order by Mayor Karen Best.

2) Roll Call

Committee Members present were Mayor Karen Best, City Administrator Bill Malinen, Alderman Bob Simmons, Alderman Rick Todd, Kris Jones, and Dr. Doug Hayter.

Also present: Jan Fischer, John E. Butler, Norlene Hillier, Chad Forster, Stacy McAllister, JoLyn Tate, Estrella Smith, Pam Hitchcock, Greg Callahan, Heather DeVore, Mike Bukaty, Kent Friend, Mary Amundsen, Slayton Rous, Matt Miller, John Akers, David Arney, Kevin Robbins, and Kimberly Cooper.

3) Acknowledgement May 8, 2015.

The minutes of the May 8, 2015 meeting were acknowledged on a motion by Rick Todd, seconded by Dr. Doug Hayter. Motion approved by a 6 to 0 count.

4) Discussion of previous Human Resource Committee items.

HR Director, Jan Fischer updated the Committee on previous topics that have been discussed during the HR Committee Meetings.

5) Presentations Ollis/Akers/Arney, CBIZ, Bukaty Companies and Discussion of the Health Insurance Broker Bid.

CBIZ was the first to present the company's brokerage abilities and services. Bukaty Companies presented their offerings second. Ollis/Akers/Arney gave their presentation last. The members of the committee discussed the presentations. Jan Fischer reported the results of the references that were received for the Insurance Brokers and informed the Committee that the Human Resources department recommended Bukaty Companies. After their discussion, the committee did not feel that they had enough information to make a recommendation to the Board of Alderman. The committee asked the Human Resources Department to conduct more research and coordinate a special meeting dedicated to this discussion alone.

6) Discussion of Employee Survey Results about Benefits.

Jan Fischer presented the results of the Employee Survey regarding benefits. He reported that he learned that the City needs to educate the employees more on the 457 plans and about the changes that could take place regarding Health Insurance. Rick Todd expressed that he would like to see that the results are communicated back to the employees along with what will be done as a result of the survey.

7) Human Resources Director's Report.

Jan Fischer reported the status of the Succession Plan that has been started with Utilities and Finance. The Committee members gave suggestions on refocusing the Succession Planning to ensure stability in the organization. Jan Fischer expressed his opinion that the Pay Structure of the City needs to be examined. He reported that he met with all of the departments regarding his ideas about how to structure and implement a Paid Time Off benefit to replace the current Leave of Absence benefit. He informed the committee of the progress of the Fire Captain testing.

8) Adjourn.

A move to adjourn was made by Rick Todd, seconded by Kris Jones. Motion carried.